

Town of Ellington Position Description

TITLE:	Transportation Program Secretary	STATUS:	Non-Exempt/ Part Time
DEPARTMENT:	Senior Center	CLASSIFICATION:	
SUPERVISED BY:	Senior Center Director	BARGAINING UNIT:	N/A

OBJECTIVES

Under the supervision of the Senior Center Director, schedules transportation services for EMATS (Ellington Medical Appointments Transportation Services) appointments and regular transportation needs in coordination with drivers' schedules.

ESSENTIAL FUNCTIONS

Answers telephone calls and correspondence relating to the transportation program that consists of EMATS and regular transportation needs for socialization.

Document entries onto daily log sheets.

Schedule transportation appointments to coordinate with drivers' schedules.

Computer work for publications (e.g. transportation flyers and correspondence to residents).

Mailings of written communication (e.g. Ellington Transportation Packet –registration forms, medical waiver form, brochure and newsletter).

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to observe strict confidentiality in maintaining files and records.

Ability to keep accurate records.

Ability to effectively relate to the elderly.

REQUIRED EQUIPMENT OPERATION

Computer, calculator, telephone and standard office equipment.

Town of Ellington
Position Description
Transportation Program Secretary
Page 2

REQUIRED PHYSICAL EFFORT

Must be able to sit at a desk or stand at an assigned location and work continuously for extended periods of time, utilizing office equipment; filing etc., walking, stretching and bending to file, some lifting and carrying materials.

REQUIRED QUALIFICATIONS (Minimum)

Graduation from high school or equivalent combination of education, training and experience.